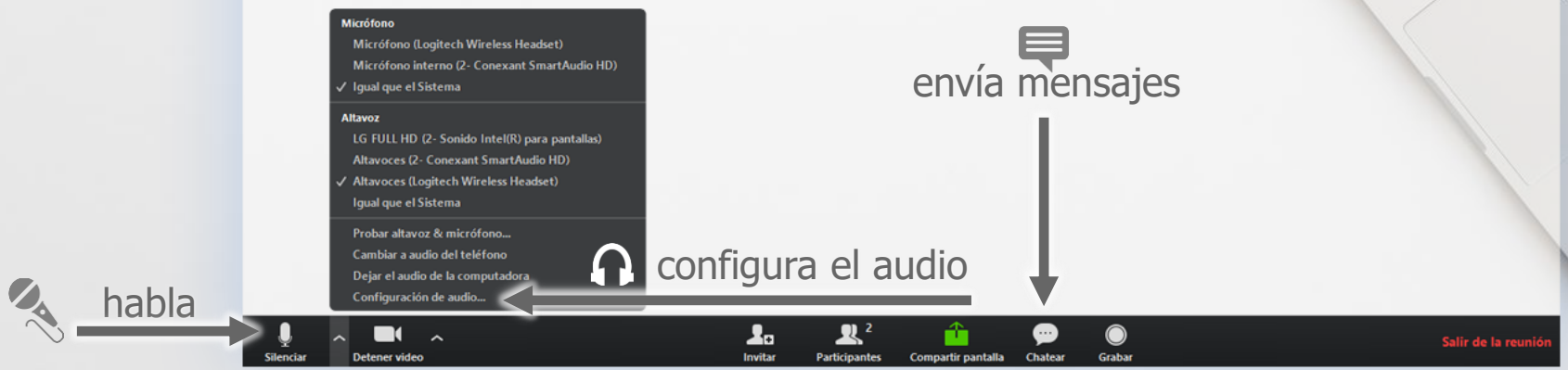
¡Bienvenido!

Las clases clásicas tienen un pequeño grupo de estudiantes.
El enfoque es en gramática, vocabulario y corrección de errores.

¿Cómo interactuar en clase?

Miremos cómo utilizar la barra de herramientas.

Recomendación: ¿No puedes ver la barra de herramientas? Mueve el cursor a la parte inferior de la pantalla y aparecerá automáticamente.



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Business: Social Practices

By the end of this lesson, you will be able to:

- talk about handshakes.
- use demonstrative adjectives.
- talk about business hours.

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Warm Up

Answer the questions about the picture. Listen to your classmates' answers.

What do you see in the picture?

I see _____.

How do you greet your coworkers?

I greet my coworkers _____.

Do you shake hands with people at work?

I shake hands/don't shake hands with people at work.

Vocabulary Picture Match

Match the pictures and the words.

meet	different	give	business card	handshake	day

Vocabulary Fill in the Blank

Complete the sentences with the correct vocabulary words and answer the question.

I want you to _____ the new boss.

My boss and I often disagree. We have _____ ideas.

Please _____ the documents to your coworker.

Do you have a _____? I want to call you next week.

I met Claire yesterday. She has a strong _____!

We work eight hours a _____. If we are busy, we work more.

meet	different	give	business card	handshake	day

Do you shake hands with new people? Why?

Prefixes

Talk about the words in the boxes and practice using them in sentences.

In English, we can add something to the beginning of a word to change its meaning. These are called prefixes. The prefix *un-* means *not*. Compare the words in the boxes.

A.	B.
happy	unhappy
occupied	unoccupied
common	uncommon
certain	_____
_____	unemotional

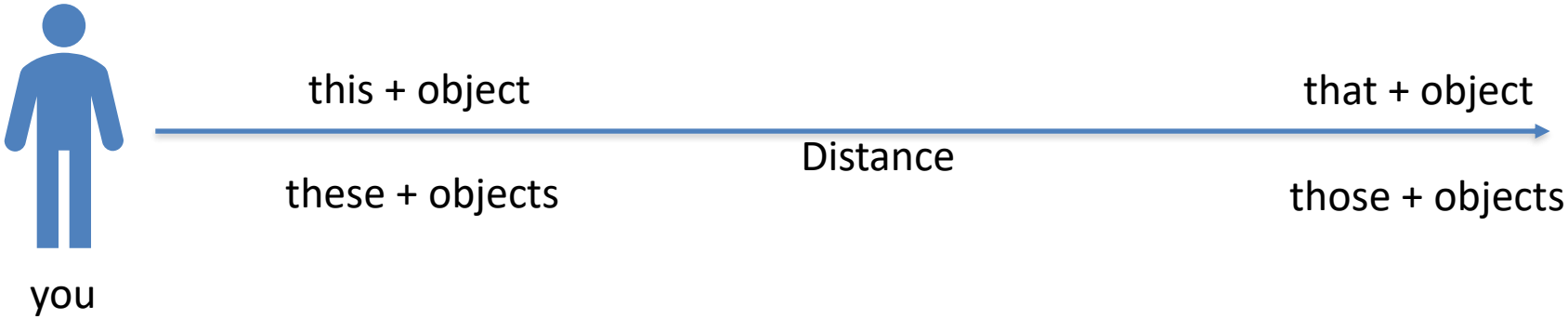
What does each word mean? How does the meaning change when you add *un-* ? Make sentences using these words.

Grammar Instruction

Talk about demonstrative adjectives.

We use demonstrative adjectives to talk about *specific* people or things. It is based on distance. The distance is subjective.

	Near	Far
Singular	this	that
Plural	these	those



Grammar Practice

Use demonstrative adjectives to talk about the things in the photo of the office.

1. _____ keyboard belongs to me.

2. I need to file _____ papers and notebooks.

3. _____ chair by Maria is empty.

4. The office owns _____ computer monitors.

	Near	Far
Singular	this	that
Plural	these	those

Pronunciation Practice

Listen to your teacher say the words. Practice saying them. Listen to the difference between the /d/ sound and the voiced “th” (/ð/).

/d/	/ð/
doze	those
day	they
dare	there
den	then
Dan	than

Expression

Talk about the expression with your teacher and classmates and answer the question.

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first impression = the first feeling a person gets from meeting you

Example: I like our new coworker, Claire. She gave me a great *first impression* because she was friendly and intelligent.

Do you think *first impressions* are important in business? Why or why not?

Culture Corner

Read the paragraph about different handshake styles and discuss.

Handshakes are popular in some cultures. A handshake gives people a first impression of you. Handshakes can be firm or strong, medium, and soft. In the US, firm handshakes are popular. In France, handshakes are soft and fast. In the UK, a soft handshake is popular.

Do you have a soft or firm handshake?

When do you give a handshake in your country?

Do you think a handshake is important in business culture? Why or why not?

Reading and Discussion

Read about work hours and answer the questions with your classmates.

Coworkers on a lunch break

Many countries have an 8-hour workday. The workday sometimes includes one hour for lunch. It is important to come to work at the correct time, or *on time*.

- What are the working hours in your country?

The working hours in my country are _____.

- Do you arrive to work early, late, or on time?

I get to work early/late/on time because _____.

- When do you take lunch breaks? How long is your break?

I eat lunch at _____.

My lunch break is _____.

Extension

Use this slide to extend the activity.

Dialogue

Read the lines with a classmate. Take turns.

Maria: Hi, Alan. I'm your coworker, Maria. Welcome to the company.

Alan: Hi, Maria. Nice to meet you.

Maria: This is your desk. We have 8-hour workdays here, from 9:00 a.m. to 5:00 p.m.

Alan: When is our lunch break?

Maria: Our lunch break is at 12:00 p.m., for one hour.

Alan: Thanks, Maria.

Dialogue Fill in the Blank

Read the lines and fill in the missing lines with your own answers. Take turns.

Maria: Hi Alan, I'm your coworker, Maria. _____.

Alan: Hi, Maria. _____.

Maria: This is your desk. We have _____workdays here, from _____.

Alan: When is our lunch break?

Maria: Our lunch break is at _____.

Alan: Thanks, Maria.

Role Play

Choose a role and act it out with a partner. Take turns.

Student A

You meet a new coworker. Say hello. Tell your new coworker about the office. Tell him/her about the workday.

Student B

It is your first day at a new job. You meet a new coworker. Ask your coworker questions about the office. What are the work hours? When is the lunch break?

Wrap Up

Pick 2 questions to discuss with your class.

How do you say hello to people in your country?

Which demonstrative adjective would you use:

_____ pen is right next to me.

How are handshakes different around the world?

Describe your working hours.